

POSITION DESCRIPTION
COUNTY OF HOWARD, INDIANA

POSITION: COURT REPORTER
DEPARTMENT: SUPERIOR COURT 4
WORK SCHEDULE: M-F 8-4
JOB CATEGORY: CLERICAL

STATUS: Full-Time
FLSA STATUS: Non-Exempt

To perform this position successfully, an individual must be able to perform each essential duty satisfactorily. The requirements listed in this document are representative of the knowledge, skill, and/or ability required. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

Compiles court records and performs general office duties under the direct supervision of the Superior Court 4 Judge.

DUTIES:

Report and record court proceedings and minutes.

Translate recorded material into finished transcript.

Post minutes, filings, and court rulings.

Oversee general operation of the office.

Direct supervision of the Court Bailiff and Court Secretary.

Prepare quarterly and annual reports as to cases.

SKILLS: Ability to solve practical problems and deal with a variety of concrete variables in situations where only limited standardization exists. Ability to interpret a variety of instructions furnished with written, oral, diagram, or schedule form.

Ability to read, analyze, and interpret common scientific and technical journals, financial reports, and legal documents. Ability to respond to common inquiries or complaints from citizens, regulatory agencies, or businesses. Ability to write speeches and articles for publications. Ability to effectively present information to top management and public groups.

Ability to add and subtract 2 digit numbers and to multiply and divide with 10's and 100's. Ability to perform these operations using units of American money and weight measurement, volume, and distance.

RESPONSIBILITY: Responsibilities include making decisions; planning, assigning, and directing work; and addressing complaints and resolving problems in absence of the Judge. Typing, computer, and transcribing and recording skills are required for the completion of the duties of this job. Legal experience is necessary and shorthand, or some other form of speed writing, is requested.

EDUCATION AND EXPERIENCE: High school diploma or general education degree (GED); or one to three months related experience and/or training; or equivalent combination of education and experience.

PERSONAL WORK RELATIONSHIPS:

Ability to communicate tactfully, both verbally and in writing.

The physical demands and work environment described here are representative of those an employee encounters while performing the essential functions of this job. Reasonable accommodations may be made to enable individuals with disabilities to perform the essential functions.

PHYSICAL REQUIREMENTS: While performing the duties of this job, the employee is regularly required to sit, use hands and fingers, and talk or hear. Specific vision abilities required by this job include close vision.

WORK ENVIRONMENT: Duties are performed in a standard courtroom and office setting with moderate noise levels.

This job description describes the duties and responsibilities for employment in this position. I acknowledge that I have received this job description and understand that it is not a contract of employment, nor is it intended to describe all duties someone in this position may perform. I am responsible for reading this job description and complying with all job duties, requirements, and responsibilities contained herein, and any subsequent revisions.

**Submit a completed Howard County application by 11/30/18 to:
Howard County Superior Court 4
Howard County Courthouse**

Howard County Government is an Equal Opportunity Employer